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4 December 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

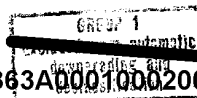
1. First Running of the Advanced Intelligence Seminar Completed

The first running of this new two-week program, which was attended by 36 GS-12 through GS-15 officers, was completed on 14 November and the initial reaction from both the staff and the students was that it was a successful venture. A comprehensive report on the course will be available within OTR in the next few days.

2. Intelligence School Chief Retires

25X1A9a [REDACTED] Chief, Intelligence School, retired on 30 November and was designated as the OTR Historian effective 1 December 1969. Recently, he presented his lecture on "The Nature and Significance of Strategic Intelligence" at the Defense Intelligence School. This one-hour presentation was video taped and will be used in future runnings of the Attache Course at DIS. 25X1A9a [REDACTED] was awarded a certificate designating him an honorary graduate of the DIS and was presented an engraved plate designating him an honorary member of the Defense Intelligence School.

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3. Awards Ceremony [REDACTED]

An awards ceremony was held on 26 November honoring employees

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[REDACTED] who have served 10, 15 and 20 years. A total of 31 employees received certificates of recognition from the Director of Training.

4. Special Instruction for Office of Logistics

Beginning in January 1970 a six-hour session on the writing of cables and dispatches will be presented to approximately 40 officers in OL. This training will be aimed primarily for personnel who are responsible for preparing cable and dispatch traffic between headquarters and the field.

5. DCI Meets With Graduates of the Midcareer Executive Development Course

In his closing remarks to the 22nd MEDC on 21 November 1969, the Director stated that there would be no Midcareer Course held during the summer months. He stated that his top staff members were either on vacation or "speaking at the Midcareer Course" during the summer season. We are rescheduling CY 1970 accordingly.

6. Training Costs Continue to Rise

Although we have had slight increases in many training programs during the past several months, one of the biggest increases will be in

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**Harvard's Program for Management Development.** The coordinator of the Program recently advised us that the tuition for that particular Program has been increased from \$3,000 to \$3,600.

**7. Training Notes**

Three Agency employees are currently attending the Kings Point Seminar, Administration of National Security Policy. They represent OTR, NPIC and IAS. . . . Two Office of Finance careerists are currently attending the Civil Service Commission's Executive Seminar in Planning, Programming and Budgeting. This is a "live-in" course formerly conducted at the University of Maryland and now held at the Charter House Motel in Alexandria. . . . Two representatives from the Language School visited the language laboratory at Georgetown University to inspect a new tape machine. This machine has some of the features of the scribe audio-tutor with which we are experimenting. . . . OTR has finalized the two-day CIA program which would be a part of FSI's week-long course on Intelligence and Policy.

**8. Outside Briefing**

At Headquarters, to a group of 41 students and faculty members from Camden College, Blackwood, New Jersey on "Intelligence and CIA."

  
HUGH T. CUNNINGHAM  
Director of Training

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